

USER ID Request Worksheet

Please complete the following information for each user and email to:
Your servicing personnel specialist.

<p>TYPE OF USER:</p> <p> <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY <input type="checkbox"/> OTHER: _____ </p> <p>TYPE OF ACCOUNT REQUIRED:</p> <p> <input type="checkbox"/> TRAINING <input type="checkbox"/> ART/CSU <input type="checkbox"/> MDCPDS <input type="checkbox"/> COREDOC </p>	<p>TYPE OF REQUEST:</p> <p> <input type="checkbox"/> NEW USERID <input type="checkbox"/> DEACTIVATE USERID <input type="checkbox"/> CHANGE USERID Previous User (Name): _____ Previous UserId: _____ </p>
1. FULL NAME (Last, First, MI)	
2. SOCIAL SECURITY NUMBER (SSN):	
3. TITLE:	
4. ORGANIZATIONAL VIEW (CPOID/CMD/UIC/ORG):	
5. SMART NUMBER:	
6. PHONE NUMBER:	
7. EMAIL ADDRESS:	
8. RESPONSIBILITY: (Mark all that apply) <input type="checkbox"/> REGIONAL SERVICE CENTER /RSC <input type="checkbox"/> BASE LEVEL STAFFING /COS <input type="checkbox"/> BASE LEVEL CLASSIFICATION /COC <input type="checkbox"/> BASE LEVEL PERSONNELIST /CPG <input type="checkbox"/> BASE LEVEL CLERK /COP <input type="checkbox"/> BASE LEVEL SUPERVISOR/MANAGER /MGR <input type="checkbox"/> RESOURCE MANAGER /RMM	9. CAPABILITIES: (Mark all that apply) <input type="checkbox"/> INITIATOR <input type="checkbox"/> REQUESTOR <input type="checkbox"/> AUTHORIZER <input type="checkbox"/> REVIEWER
10. ADD'L ARMY REGIONAL TOOLS NEEDED:	
To be completed by NECPOC PSM:	
USER ID:	(MDCPDS)
	(CSU)
PASSWORD:	
SECURE VIEW NAME:	
ORG ACCESS FOR SECURE VIEW:	
RPA NUMBER TO ASSIGN:	
GROUP BOX:	
RPA AUTHORITY:	